

IV. REQUIREMENTS FOR ACCESSING PUBLIC RECORDS AND RESPONDING TO RECORDS REQUESTS



Requests for access to Department records are subject to the following conditions:

1. A response to any records request must be issued within 10 days after the request is received by the Department.
2. Access to records subject to disclosure is available during normal business hours.

3. The requestor must reasonably describe an identifiable record. The request should include a specific brief description and approximate date of the record. Requests should also identify the facility or site name, if applicable.
4. The requestor may obtain a copy of any record which is not exempt from disclosure. (See the fee schedule on page 7.) However, the Department cannot provide copies of large numbers of records (more than 50 pages). In such cases, the requestor must provide a copy service or otherwise provide for reproduction of the records at the Department's offices.
5. No record may be removed from the office.